



A simple way to give to your church

The Parish Giving Scheme Implementation guide for parishes





Contents

Introduction	3
Why use the Parish Giving Scheme?	4
How does the Parish Giving Scheme work?	6
What does your church need to do?	8
Stage 1: Resolve and register	8
Stage 2: PCC and plan	10
Stage 3: Teach and invite	12
Stage 4: Remind and thank	13
Stage 5: Embed and expand	14
Appendix 1: Resources	16
Appendix 2: URL links in full	18
Acknowledgements and copyright	19
Contact details	20



Introduction

Southwark is the 30th Church of England Diocese to join the Parish Giving Scheme (PGS). This handbook is intended to provide a reference document for churches in our Diocese looking to implement the PGS at parish level.

The document is aimed at Parish Treasurers and Giving Officers but may also be of interest to clergy, Churchwardens and PCC members.

This handbook is designed as an electronic PDF document. Accordingly, hyper-links are not shown in full but can be used interactively. A list of full URLs can be found in Appendix 2 on page 18. This handbook and other helpful information is available on the [Diocesan website](#) and the [PGS website](#).

If you are interested in registering for the PGS or have questions about its implementation or encouraging giving, please contact the Giving Team:

Gabby Parikh, Director of Giving & Parish Funding

Tel: 020 7939 9438

E-mail: gabby.parikh@southwark.anglican.org

Related documents

A selection of materials, including videos, is available online to support your parish as you implement the PGS and to facilitate the administration of the scheme.

Materials intended for PCC use are:

- [The Parish Giving Scheme: Implementation Guide for Parishes](#) (this publication).
- [The Parish Giving Scheme: Guide for PCCs](#).
- [Parish Registration Form](#).

You can see further information and resources in the [PGS PCC Zone](#) on our website.

Materials intended for individual givers once the PCC has registered with the PGS are:

- [‘A simple way to give to your church’](#) donor leaflet.
- [PDF Gift Form](#) with the PGS registered name and number for your church.
- Tokens which people who use the PGS can put in the offertory plate.

Sample leaflets will be supplied by the Giving Team, personalised for your church. Churches will be able to circulate information to givers via e-mail or their church website, or as printed copies if they prefer.





Why use the PGS?

The PGS provides a professional, effective donation management system to support parishes in funding mission and ministry, as we reach out to and serve the communities of South London and East Surrey.

In our Southwark Vision we share a vision for the future in which we will see 'generous giving and prayer supporting all we do'. In order to help parishes encourage generosity and resource our future, we are offering this exciting new tool.

The PGS is a direct-debit system originally developed by the Diocese of Gloucester. It gained the backing of the Archbishops' Council and, in December 2014, became part of a new joint venture charity. It is now a separate charitable limited company, Parish Giving Scheme Ltd (Registered England Number 8824540; Registered Charity number 1156606).

Used by most Dioceses, the PGS is tried, tested and highly recommended for its reliability and ease of use. By offering this scheme in a parish and through givers' generous commitments, churches can be assured of a regular, tax-efficient source of income which has the capacity to increase with the cost of living yet involves virtually no administration.

With the help of the PGS, givers benefit from a system that is secure, confidential and easy to use, while supporting the Church today and for the future.

Why should your parish join the PGS?

- ✓ Gift Aid is automatically claimed for your church, which means increased cashflow and less work for your Treasurer and Gift Aid Secretary.
- ✓ Giving levels remain steadier when people make the switch to direct debits and away from giving by envelope or into the open collection plate, especially during times when people are away from church.
- ✓ Givers can inflation-proof their giving, helping parishes' finances year on year.
- ✓ Monthly, annual and tax year statements make it easier for parishes to send thank-you letters.
- ✓ No direct cost to the parish as the yearly fees are met by Diocesan funds.
- ✓ It is safer for the volunteers as less cash is handled in the church. Volunteer time required for counting and banking the money is reduced.
- ✓ If your bank charges you for banking cash, and many more are thinking of doing this, then switching to the PGS will reduce banking fees.
- ✓ The PGS is complementary to any giving programme, both at the point it is introduced and subsequently.



Why use the PGS (continued)?

Why should an individual join the PGS?

- ✓ They are in total control of the amount they give.
- ✓ It offers an easy way for givers to amend their donations via their PGS account online or a simple phone call to the PGS office.
- ✓ The direct debit guarantee means their gift is safe and secure.
- ✓ They can choose to automatically increase their gift annually in line with the rate of inflation.
- ✓ They can have tokens to put on to the open plate to reflect their generous giving.
- ✓ They can also opt to be anonymous givers.
- ✓ Help is available from the Diocese of Southwark and the Parish Giving Scheme.

The form is titled 'Gift Form' and includes the following sections:

- Personal Details:** Title (Mr, Mrs, Miss, Ms), First name(s), Surname(s), Full home address, Postcode, Telephone, Email.
- Donation Frequency:** I wish to donate per month, quarter, or year.
- Direct Debit:** I wish to support my parish in the future by agreeing to an annual inflationary increase on my gift. (This section is highlighted with a red arrow pointing to the 'Yes' checkbox.)
- Signature and Date:** Signature, Date.
- Bank/Building Society:** Name and full postal address of your Bank/Building Society, To: The Manager, Address, Postcode, Name(s) of Account Holder(s), Branch Sort Code, Bank / Building Society account number.
- Service User Number:** 4 2 1 4 0 2.
- Donor reference number:** PGSTHANKYOU.
- Instruction to your Bank or Building Society:** Please pay Parish Giving Scheme Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may be electronically sent to my Bank / Building Society.
- Signature(s) and Date:** Signature(s), Date.
- Parish Giving Scheme:** Church / Parish name: Southwark Diocese - SLCF/SDBF, PGS Parish code: 370637000, In the village / town / city of: London, In the Diocese of: Southwark.
- Guarantee:** This Guarantee should be detached and retained by the payer. The Direct Debit Guarantee. (This section is highlighted with a green background.)

Figure 1: the form enables a giver to sign up for an annual inflationary uplift (the arrow shows where to tick this option). Click the form to see an example.

Direct debits

Some people are suspicious of the direct debit processing system but they need not be. It is the only payment method with a money-back guarantee and is therefore safer for the giver than standing orders, cheques or cash.

To read more about this go to the [BACS website](#) or [Direct Debit website](#).

The PGS team have produced a helpful video, 'Giving via Direct Debit', to help communicate why this method of giving to your church is secure and worthwhile. You may wish to share it as you invite people to join the scheme.

How does the PGS work?

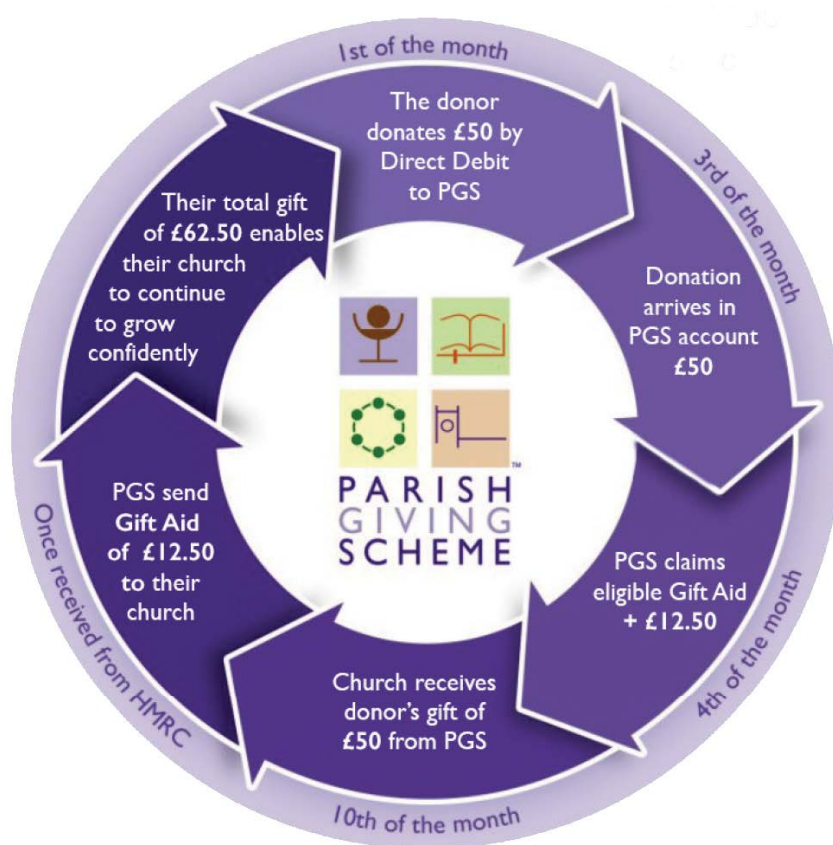


Figure 2: The PGS operates on a monthly cycle. Payments are debited from givers' accounts on the first of each month and Gift Aid is claimed on the fourth of each month. The gifts are paid into the bank account of the local church within 10 working days of collection, and the Gift Aid is paid across as soon as it is received from HMRC.

Payment can be made on a monthly, quarterly, or annual basis on the first day of the month. The donation is collected on the first working day of the month by the PGS, which then claims the Gift Aid, if the giver is eligible, on behalf of the church.

Another unique feature of the scheme is the option for the giver to commit in principle to increasing their gift annually in line with inflation. (The inflationary increase is based on the Retail Prices Index.) This is entirely at the giver's discretion on an opt-in basis but more than half of givers choose to inflation-link their giving, helping their churches to keep up with rising costs.

Givers receive an initial email or letter confirming their details and welcoming them to the scheme. All those who have requested to inflate their giving annually will then receive a letter one month preceding the anniversary of their first gift informing them that their gift will shortly be inflated (with the option not to do so or to vary it).

The system uses *Advanced NG* charity management software, a professional system used by many large charities such as Cancer Research UK. The scheme has been operating in Gloucester since late 2008 and is now in use in 33 Dioceses and rising.

The Statement Receiver (usually the Treasurer) can access an online report showing names and amounts for each donation. Anonymous gifts are also detailed on the statement, with names omitted.



How does the PGS work? (continued)



Donor Statement for Period: April 2017

EXAMPLE ONLINE PGS STATEMENT

(Your parish will receive all donations by the 10th of the month. Gift Aid will be sent separately once the PGS has received it from HMRC.)

Parish: Dibley
Diocese: Portsmouth
Parish:
Ref:

Transaction Donor Ref	Description	Contact ID	Current Month			Financial Year To Date			Calendar Year To Date		
			Donation Received	Gift Aid	Total	Donation Received	Gift Aid	Total	Donation Received	Gift Aid	Total
Cllr D Horton	PGS THANK YOU-9261	14149	70	17.5	87.5	140	35	175	420	105	525
Mr & Mrs H Horton	PGS THANK YOU-9471	14381	200	50	250	200	50	250	400	100	500
The Revd G Granger	PGS THANK YOU-9472	14386	150	37.5	187.5	300	75	375	900	225	1125
Mr O Newitt	PGS THANK YOU-9259	14389	90	22.5	112.5	180	45	225	540	135	675
Mr F Pickle	PGS THANK YOU-9365	14529	60	0	60	120	0	120	360	0	360
Mr J Trott	PGS THANK YOU-9263	14568	30	7.5	37.5	60	15	75	180	45	225
Anonymous	PGS THANK YOU-9080	14577	40	10	50	80	20	100	240	60	300
Miss K Minogue	PGS THANK YOU-9470	14599	1000	0	1000	1000	0	1000	1000	0	1000
Mr S Horton	PGS THANK YOU-9264	14623	65	16.25	81.25	65	16.25	81.25	65	16.25	81.25
Grand Totals:			1705	161.25	1866.25	2145	256.25	2401.25	4105	686.25	4791.25

Figure 3: The statement receiver will receive a monthly statement of payments received through the PGS. Note that, in the example above, some givers have chosen to remain anonymous. Statements remain available to view and download for a period of 12 months. If no email address is provided for your statement receiver you will receive a paper copy.

The Parish Giving Scheme is a useful tool for your church to grow your giving income for years to come. We have identified five key stages for joining the PGS and have resources for parishes at every stage to support you.



These stages are outlined in the following pages.



What does your church need to do?

Stage 1: Resolve and register

1. Pray

It is wise to seek God's guidance before making any significant decision affecting your church.

2. PCC discussion

The PCC should meet to discuss the PGS and consider its benefits. We would be happy to attend your PCC (on Zoom or in person) to discuss the PGS. If you would like additional materials to aid your PCC discussion please e-mail pgs@southwark.anglican.org, or contact a member of our Giving team.

It is important to be realistic. The PGS will not be a magic bullet to solve all your financial challenges but it does offer a golden opportunity to engage people in thinking about their own level of financial generosity. Parishes have found that a discussion about the PGS can act as a prompt for people to reflect on their level of giving and then review it. As one person has said, "It's a comfortable way into an uncomfortable conversation!"

It is strongly recommended that you have your annual giving review or run a Giving Programme prior to, or alongside, introducing the PGS, to take advantage of the opportunity to encourage giving. (See Stage 3 Teach and invite.)

3. Pass a resolution

Joining the PGS will mean that money from participating givers will flow to the PCC through the PGS, rather than directly from the giver to the church, as with other methods. It is important, therefore, that the trustees of the local church (the PCC) pass and minute a resolution. This can be done online, on Zoom or similar channels as well as in person.

When you resolve to join the PGS, we would recommend that the PCC also commit to join the scheme as early adopters in your church. This can be a crucial step for implementing the scheme in a parish and is a great way of leading by example. The resolution can be as simple as:

"We the PCC of [name of church] request the Parish Giving Scheme to commence operation of the scheme on our behalf."

Make sure that you note the date that the PCC resolution was passed.

4. Submit your PGS registration form

A PCC representative then needs to complete the PGS Parish Registration Form. You can download the correct registration form for your parish here:

[Single-church parish registration form](#)

[Multi-church parish registration form](#)

The first page of the form collects data about church officers and destination bank account details. The second page asks for some statistics about your current patterns of giving, to give us a base from which to measure the effectiveness of the system. You will need to complete both pages.



STAGE 1



What does your church need to do (continued)?

Some reminders

- Please ensure that all sections of this first page are fully completed, except for the Diocesan review and the PGS Code. Please leave this box blank as the code will be allocated by the Diocese.
- Once all the parish details are complete, the form needs to be signed by the relevant church officers and dated. If the parish is in vacancy a second Churchwarden may sign in place of an Incumbent.
- Not all parishes wish to use PGS tokens. Please consider whether they will be of benefit in your parish (their use is not obligatory). Please then indicate on page 2 of the form whether you would like some and how many.
- Please do not forget! When you send in the Parish Registration Form to our Giving Team, please also send in proof of your parish's bank details (either a blank paying-in slip or a redacted bank statement).
- Please submit your completed registration form and proof of bank details via e-mail to pgs@southwark.anglican.org.

5. After submitting the Parish Registration Form

On receipt of your Parish Registration Form at Trinity House, the following will take place:

- receipt will be acknowledged and any queries dealt with;
- we will forward the Parish Registration Form to the PGS team to enable the parish to be set up within the scheme;
- the PGS team will process the application. Your Statement Receiver will receive a welcome e-mail from the PGS confirming the registration and outlining the important parish details. Please check this thoroughly before givers start to register with the scheme;
- **the Giving Team will send you key resources and remain available to parishes for support in implementing the PGS and any giving campaigns.**

REGISTRATION FORM

Please complete this form and email to the Southwark Giving Team (pgs@southwark.anglican.org), together with a paying-in slip, for verification purposes.

FOR DIOCESE GIVING TEAM USE ONLY
I can confirm that I verify all of the information provided, including bank details, is correct to the best of my knowledge and I am happy for the PGS team to process this parish registration.

PRINT NAME: _____ SIGNATURE: _____ DATE: _____

PARISH DETAILS
Church name: _____
Church address: _____
Town/village: _____
Diocese: SOUTHWARK Postcode: _____
PGS Parish Code: _____

CONTACT DETAILS
OVERALL PROJECT LEADER IN YOUR PARISH
Title: _____ Name: _____
Address: _____
Email address: _____ Tel no.: _____
TREASURER
Title: _____ Name: _____
Address: _____
Email address: _____ Tel no.: _____
PGS STATEMENT RECEIVER
Title: _____ Name: _____
Address: _____
Email address: _____ Tel no.: _____

PARISH OR CHURCH BANK DETAILS
Name of Parish Bank Account: _____
Name and full postal address of your Bank/Building Society: _____
Sort code: _____ Account no.: _____

SIGNED & VERIFIED
Incumbent: _____ PRINT NAME: _____ DATE (dd/m/yyyy): _____
Sat Churchwarden: _____
Return to: _____

METHOD OF RETURN
Standing order: _____
Envelope: _____ Total number of regular givers: _____

GIVING PROGRAMME
Evidence suggests that launching the PGS as part of a stewardship review or session series on Giving and Community issues is a better take-up from regular givers (see Encouraging Giving resources on page 19 of The Parish Giving Scheme Implementation Guide for Parishes for suggestions).
If you plan to run a giving campaign, please indicate the name below: _____
If you would like help in organising a giving review, please indicate that here: _____

RETURNING THIS FORM
Please complete this form and email to the Southwark Giving Team (pgs@southwark.anglican.org), together with a paying-in slip, for verification purposes.
If e-mail is not available, please post the form to:
Giving Team, Diocese of Southwark, Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW

Parish Giving Scheme Registered England No. 8824546 Registered Charity No. 1158406
Trinity House, London SE1 1HW Tel 020 7333 0022 Email info@southwarkgiving.org.uk

Page 2 of 2



STAGE 2



PCC & PLAN

What does your church need to do (continued)?

Stage 2: PCC and plan

Planning well will make for a successful launch and stronger uptake of the scheme. Once your parish has been registered, anyone can enrol as a donor to your church. Donors wanting to join can do so via the PGS website, over the phone or by posting a gift form. Here are some top tips to help a more successful launch.

1. Encourage early adopters and PCC to join

We would encourage you to have some early adopters who sign up before you advertise the scheme to the church family. Experience in our Diocese and other dioceses has shown that if you ask PCC members to adopt the PGS first, others in the church are more likely to follow.

2. Plan a focus on giving

We have seen first-hand that there is a much stronger take-up of the PGS, both in terms of giver numbers and giving levels, when it is launched alongside a giving review or stewardship programme. They provide an ideal opportunity to encourage your parishioners in their Christian giving. Please consider reflecting on God's generosity, sharing the vision of your church, examples of the impact of people's giving and the need for your church community to resource your mission and ministry.

Resources to help guide you in this process are summarised in the section of this booklet on Encouraging Giving (see page 16) and the Giving Team would be happy to help.

3. Publicise the three alternative ways to join the PGS

Once your parish has registered, your PGS project leader will receive a welcome e-mail from us with several resources, including a donor leaflet. This is customised for your parish, gives an overview of the scheme and explains how people join. Donors can join the PGS in one of three ways, whichever they prefer, but we strongly encourage people to join online or by phone.



Online: Your leaflet contains a URL and QR code to link givers directly to your PGS landing page.



Phone: Givers can set up a regular gift by calling 0333 002 1271. A PGS administrator will guide them through the sign-up process – this normally takes around 15 minutes.



Post: We will include a PDF gift form for those who prefer paper forms. It is in two parts and personalised with your parish's information. Part 1 is for information, Part 2 is the form which people will need to print, complete and send as a paper copy directly to the PGS. **Please note that the PGS is unable to accept scanned copies of the Gift Forms, only original paper copies.**

“Signing up by phone could not have been easier”
Sue, Parishioner

Top tip

Gather quotes from PCC members about the ease and quickness of signing up and use these in the launch.





STAGE 2



What does your church need to do (continued)?

4. Prepare letters to donors

Writing to your current financial supporters individually is the best way to ask them to join the Parish Giving Scheme. We have letter templates to help you address different donors, one [for your current planned givers](#), and another [for those who give in a less regular way](#).

These can be sent out with the donor leaflet '[A simple way to give to your church](#)'.

5. Tailor your PGS landing page

Each registered parish has a landing page on the PGS website, accessed by your church name, number, QR code or URL, where donors can sign up to give. Please consider altering the message to make it inviting to your prospective donor.

You can customise your PGS landing page by adding additional information which will proceed any 'A Church Near You' (ACNY) text. We have included some suggested messages below that we encourage you to use, as it invites people to inflation-link and Gift Aid their giving where possible. PGS have also created a [guide on how to update your landing page](#).

Alterations to your PGS landing page message will need to be done by the statement receiver, but please remember that you can always add an additional statement receiver if this is helpful.

Sample PGS landing page messages

As a church we rely entirely on the financial generosity of supporters like you. Your support of [Your Church] enables our ongoing ministry such as [Sunday services, Messy Church, and our foodbank]. By giving regularly through PGS you are also ensuring that our building is maintained, staff are paid, and the doors of [Your Church] are open to the local community.

If you are able, please inflation-link your gift to [Your Church's]; this is an enormous help to us as we face rising costs over the years. If you are a UK taxpayer please make a Gift Aid declaration; this increases your gift by 25% at no cost to you.

For this page, PGS import the data from your ACNY site, including location, contacts and some information about your church. The introductory information/paragraph you see on your PGS landing page is a copy of your entry on your ACNY front page, which in some cases is nothing. This text can only be altered at source i.e., by your ACNY editor.

6. Update your church website

Updating your church website is crucial to communicate what the Parish Giving Scheme is and why you would like people to give via it. We would encourage every parish to have a dedicated section entitled 'Giving' on their website, where people can be inspired about the work and impact their financial giving enables, the need to give to the work of your church's mission and specific information on how they can give.

Why not use our [sample website prose](#) about the PGS which briefly introduces the scheme and explains how people can join?

Examples from some of our Diocesan churches

Herne Hill: <https://bit.ly/3DFCQpz>

St John's, Hurst Green: <https://bit.ly/333KPzZ>

St Nicholas, Godstone Benefice: <https://bit.ly/31M05kD>



What does your church need to do (continued)?

Stage 3: Teach and invite

Launching PGS to your congregation can be an exciting moment in the life of your church, as you reflect together on what your vision and mission is as a church, and how people's giving can enable your ongoing work.

1. Run your giving campaign

Holding a giving review helps people reflect on God's generosity and how they give generously to help resource the mission of your church. Joining PGS is a good mechanism but more than that we are seeking to grow a generous culture in every church.

2. Ideas on how to introduce your church to PGS

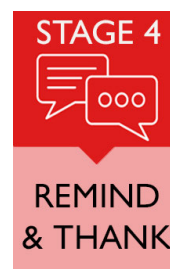
- Talk about the PGS during a service, explaining the vision for the church and how the new scheme will help to resource it.
- Play a video to introduce the scheme.
- Interview one of your early adopters of PGS who can share why they joined and how simple it was. (Film the interview and share it to encourage others to follow suit.)
- Include a personal letter from the Incumbent or PCC in your weekly communications to highlight the new opportunity.
- Send out the personalised letters you prepared for your current donors, inviting them to make the switch. Include your parish's PGS donor booklet in with the letter, as well as inviting them to respond by a clear deadline.
- Hand publicity packs to givers individually, where possible. There is strong evidence to suggest that personal contact with givers increases the take-up of the scheme. (Leaving piles of the forms and leaflets at the back of the church is unlikely to lead to a good take-up of the PGS. That said, having some available for people just to pick up may be helpful to those who wish to remain anonymous.)
- Include information on the church's website and link to it on social media to encourage people to sign up.
- Hold a question-and-answer session about the scheme on Zoom.

Top tip

Hold a celebration service once people have registered to thank them for their gift and generosity. It is also a helpful deadline.



If your parish has opted to use tokens, these should be available for givers to collect at each service, rather than individuals having to remember to bring their token with them each time.



What does your church need to do (continued)?

Stage 4: Remind and thank

Thanking givers is key to them feeling that they and their donation are valued.



Top tip

Plan how and when you will share thank you messages and reminders in order to avoid fatiguing your congregation with the same message too frequently.

1. Include PGS in regular communications

Use your church's newsletters or e-mail bulletins to thank those who have joined the scheme so far. This can also act as a reminder to members of your church who have not yet joined to sign up.

Example notice:

Many thanks to our 20 donors who have joined the Parish Giving Scheme since we launched it last month! Thanks to your giving through PGS, we are receiving £432 in Gift Aid every month. If you would like to join the PGS, please scan this QR code or contact our PCC Treasurer, Alan (alan@exampleparish.com).

2. Make use of social media and online services

If your church has a What's App, Facebook, Twitter or Instagram account, or streams its services online, make use of those platforms to celebrate joining the PGS and remind people of how to join. Use images to catch people's eyes, post links and make sure that written posts are clear and concise.



Example social media posts

You can give to the ongoing work of our church by joining the Parish Giving Scheme (PGS). PGS is a simple and safe way to donate monthly, quarterly, or annually. Sign up via this link to the [PGS website](#).

A huge thank you to all who have signed up to give via the Parish Giving Scheme – we now have 50 PGS donors! We are so grateful for all those who give to support our church's work. Thank you!

3. Write thank you letters

Please try to thank your financial supporters at least once a year. You could write a short thank you letter or card to all those who participated in your giving campaign, regardless of whether they joined the Parish Giving Scheme or not.



4. Give verbal notices

If you have a notices slot in your church services, from time to time you could give a verbal "thank you" to those who have joined the scheme so far. Have some spare donor leaflets available in the church building and indicate where they are for those who would like to find out more about how to sign up.



What does your church need to do (continued)?

Stage 5: Embed and expand

The number of givers giving through the PGS will increase as the scheme becomes established in your parish. Other giving methods (standing order and weekly envelopes) should reduce in time. However, it is helpful to continue to draw attention to the scheme as a way of giving, particularly as new people join the church.

1. Embed PGS into welcome information

Consider what information you provide to new joiners to your church and ensure that PGS is listed as the preferred method for receiving financial gifts. Make sure that information on how to join the scheme is easy to find both on your church website and in your church building.

2. Invite your electoral roll

As you can donate quarterly or annually through the PGS (as well as monthly), the PGS can be an excellent way of facilitating a 'Friends of' scheme. You could write to your electoral roll and wider parish community, asking them if they would support your ongoing work. See our [sample community leaflet](#).

3. The Gift Aid Small Donations Scheme

One common question has been whether adopting the PGS will affect a church's ability to claim through the Gift Aid Small Donations Scheme (GASDS). In most cases, churches will enjoy increased benefits from adopting the PGS and continuing to claim fully through GASDS.

Where you have a regular giver whose donations cannot be Gift Aided and you would include their gift in your GASDS claim, it may not be advantageous for them to join the PGS. However, as people in many cases attend church less frequently, the benefit of receiving a more regular donation through the PGS outweighs the GASDS claim for that individual.

To claim under GASDS, parishes need a direct relationship with HM Revenue and Customs. Each church should claim Gift Aid, outside the PGS, on at least £800 per tax year to be able to claim up to the maximum of £8,000 on GASDS. This should not be an issue for most churches, as it is unlikely that all givers will convert to the PGS and there will remain the one-off gifts from special services and so on. Nevertheless, it is something to bear in mind.

Parishes which receive less than £800 in Gift Aid eligible donations each year can still claim through GASDS using the 'matching rule'. See our [GASDS website page](#) for more information.

4. Changing key personnel

If you would like to change key personnel such as the Treasurer, Statement Receiver or Project Leader, or to update their contact details, please contact the PGS office, (see details on page 20). You should also contact the PGS office if you have queries relating to givers, donations, parish statements or you want to know where to refer existing PGS givers.



STAGE 5



What does your church need to do (continued)?

Top 10 tips for a successful launch



1. Introduce the PGS alongside a Giving Programme.
2. Appoint a respected person to lead on the adoption of the scheme.
3. Sign up PCC members before the launch so that they can become ambassadors for the scheme.
4. Explain the impact the church currently makes within the community.
5. Communicate your church's vision for the future and what can be achieved if more money is given.
6. Plan your launch creatively using social media.
7. Ensure that there is time for individual discussion with potential givers.
8. Hold a celebration service once people have registered.
9. Make it clear on your website and through a permanent display that your church uses the PGS to collect the generous gifts of parishioners.
10. Thank people for their gift and keep thanking them!

Frequently Asked Questions

A list of frequently asked questions can be found on the Parish Giving Scheme website [FAQs page](#).

If you cannot find an answer to your query here, please contact the [Diocesan Giving Team](#).



Appendix 1: Resources

1. Encouraging giving resources

The launch of PGS is a fantastic opportunity to raise the profile of giving in your parish.

Experience reveals a much stronger take-up of the PGS when it is offered as part of a Giving Programme. This stronger take-up is both in terms of giver numbers and giving levels.

The launch of the PGS provides an ideal occasion to encourage your parishioners in their Christian giving and to reflect on this giving as part of discipleship. As with any well-designed Giving Programme it is another way of declaring vision and demonstrating how generosity enables the funding of Christ's mission and ministry.

A few of the many types of Giving Programme are listed below. Alternatively, we would be happy to work with you to tailor something to your needs.

Giving is God's Way

Giving is God's Way is a programme developed in Southwark which aims to encourage parishioners to think carefully about the resources they have been given by God and to respond generously in the way in which they use these gifts. It draws together Bible study materials, sermon outlines, draft letters and other materials to offer a step-by-step guide. See our [website guide](#) to promoting stewardship in parishes.

TRIO

This Southwark programme aims to inform members of the congregation about the finances of their church and to encourage them to become more responsible in their giving, by helping them to recognise that, as far as the maintenance of the work, ministry and mission of their church is concerned...The Responsibility Is Ours. Contact the [Southwark Giving Team](#) for more details.

Giving in Grace

Developed and maintained by the Diocese of Liverpool, Giving in Grace offers all the resources for running a major programme or an annual review. See the [Giving in Grace website](#) for more details.

Rural Giving Programme

This is designed particularly for smaller churches and is part of the Giving tool kit for rural churches. See the [Parish Resources SGP guide](#).

Parish Funding Programme

This programme is a complete giving review with a full manual and some downloadable templates. See the [Parish Resources Giving guide](#).

Give 10

This seeks to resource churches that want to teach tithing. Why provide resources for this? The answer is that tithing constitutes a rich and holistic biblical model of giving which guides, motivates and underpins the generosity of many Christians in times past and today. See the [Parish Resources Give 10 guide](#).



Appendix 1: Resources (continued)?

2. Additional resources and forms

For considering joining PGS

- [Introductory leaflet](#) for PCC members
- 'How PGS can help your parish' – [webinar](#) from Southwark Giving Team
- [FAQs](#) (PGS website)
- [Case Study](#) Godstone Benefice

For launching PGS

A donor leaflet and gift form will be included in your joining pack.

- [Sample community leaflet](#)
- [QR code pew cards](#) – including PGS information
- [Case study](#) St Barnabas, Dulwich

PGS videos:

- [Introducing the Parish Giving Scheme](#)
- [Giving via Direct Debit](#)
- [How to donate via PGS](#)

For your PGS administration

- [Parish Action List](#). This form is to help parishes with the process of process of introducing the PGS
- Parish Registration Forms:
[Single-church parish registration form](#) and
[Multi-church parish registration form](#)
- How to [activate your Statement Receiver](#) account online
- [Change of PGS Statement Receiver form](#)
- [Additional PGS Statement Receiver form](#)

PARISH ACTION LIST

ACTIONS	COMMENTS/ACTIONED BY	COMPLETE?
PCC Pray: PCC discussion		
PCC Pass a resolution to the PCC		
PCC Submit your PGS registration form		
PCC Encourage early adopters and PCC to join		
PCC Plan a focus on giving		
PCC Publicise the alternative ways to join the PGS		
PCC Prepare letters to donors		
PCC Tailor your PGS landing page		
PCC Update your church website		
PCC Run your giving campaign		
PCC Use creative ideas to introduce your church to PGS		
PCC Include PGS in regular communications		
PCC Make use of social media and online services		
PCC Write thank you letters		
PCC Give verbal notices		
PCC Embed PGS into welcome information		
PCC Invite your electoral roll		
PCC Check for any GADS implications		
PCC Keep details of your key personnel up to date		

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PGS Parish Action List 01/22



Appendix 2: URL links

If you have printed out this document and require the full URL links you will find them below, in page order.

Page 3

Diocesan website
<https://southwark.anglican.org/giving/>
 PGS website
<http://www.parishgivingscheme.org.uk>
 The Parish Giving Scheme: Guide for PCCs
<https://bit.ly/3GEt0Gg>
 Parish Registration form
<https://bit.ly/3GjKUfs>
 PGS PCC Zone
<https://southwark.anglican.org/giving/parish-giving-scheme-pgs/pcc-zone/>
 Donor leaflet 'A simple way to give to your church' leaflet
<https://bit.ly/3oVb2cj>
 PDF Gift Form example
<https://bit.ly/33QN0lb>

Page 5

PDF Gift Form
<https://bit.ly/33QN0lb>
 BACS Direct Debit website
<http://www.bacs.co.uk/Services/bacsschemes/directdebit/Pages/DirectDebit.aspx>
 Giving via Direct Debit video
<https://youtu.be/sPOEoqubDnc>

Page 8

Single-church parish form
<https://bit.ly/3s4VzbK>
 Multi-church parish registration form
<https://bit.ly/3oSvWjr>

Page 11

Sample letter to donors for *current* planned givers
<https://bit.ly/3G0xsyx>
 Sample letter to donors for *those* who give in a less regular way
<https://bit.ly/3o693l0>
 Donor leaflet 'A simple way to give to your church'
<https://bit.ly/3oVb2cj>

PGS guide – update your landing page

<https://bit.ly/3dLLqZo>
 Sample website prose
<https://bit.ly/3ACNIKm>
 Example church websites
 Herne Hill:
<https://bit.ly/3DFCQpz>
 St John's, Hurst Green:
<https://bit.ly/333KPzZ>
 St Nicholas, Godstone Benefice:
<https://bit.ly/31M05kD>

Page 13

PGS website
<https://www.parishgiving.org.uk/donors/find-your-parish/>

Page 14

Sample community leaflet
<https://bit.ly/3H5sm5q>

GADS information
<https://bit.ly/3n65RoN>

Page 15

PGS FAQs
<http://www.parishgiving.org.uk/parishes/frequently-asked-questions/>

Page 16

Giving is God's Way
<https://southwark.anglican.org/giving/encouraging-giving-in-your-parish/giving-programmes/giving-is-gods-way/>
 Giving in Grace guide
<http://www.givinginGrace.org>
 Parish Resources Rural Giving Programme
<http://www.parishresources.org.uk/sgp/>
 Parish Resources Parish Funding Programme
<https://www.parishresources.org.uk/giving/pfp/>
 Parish Resources Give 10 guide
<http://www.parishresources.org.uk/giving/give-10/>

Page 17

Introductory leaflet for PCC members
<https://bit.ly/3dQWMew>
 How PGS can help your parish webinar
<https://bit.ly/30nwBZO>
 PGS website FAQs
<http://www.parishgiving.org.uk/parishes/frequently-asked-questions/>
 Godstone Benefice Case Study
<https://bit.ly/3pS7ZkQ>
 Sample community leaflet
<https://bit.ly/3H5sm5q>
 QR code pew cards
<https://bit.ly/3m4wav1>
 PGS video Introducing the PGS
<http://www.vimeo.com/264997442>
 PGS video Giving via Direct Debit
<https://youtu.be/sPOEoqubDnc>
 PGS video How to donate via PGS
<https://youtu.be/B9MxcXudSGg>
 Parish Action List
<https://bit.ly/3ua1HRn>
 Parish Registration Form, single-church
<https://bit.ly/31YtwQp>
 Parish Registration Form, multi-church
<https://bit.ly/3s6ln6k>
 How to activate your Statement Receiver
<https://bit.ly/3ymtZll>
 Change of PGS Statement Receiver form
<https://bit.ly/3yoJRdi>
 Additional PGS Statement Receiver form
<https://bit.ly/3s1AVt5>



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